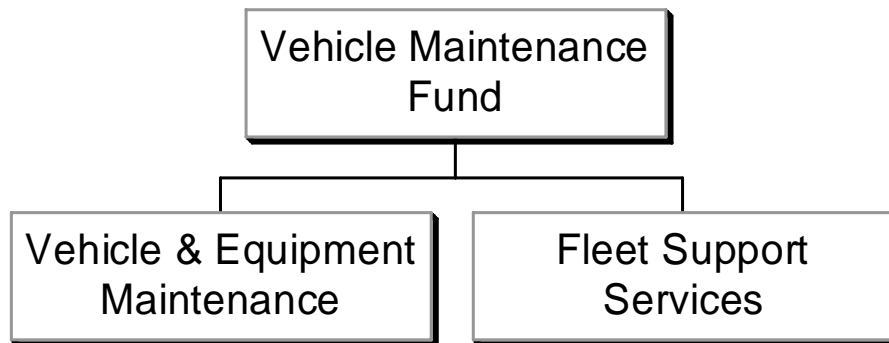


# Vehicle Maintenance (Fund 12)



## **Vehicle Maintenance Fund**

### **Mission:**

Vehicle Maintenance operates as an Internal Service Fund, providing efficient, operationally responsive, cost-effective delivery of quality vehicle and equipment maintenance and fleet support services to County customers and partnership agencies.

### **Goals:**

- Monitor and improve/maintain baseline for parts inventory turnover.
- Actively pursue cost savings in materials through bid processes and alternative products.
- Improve Public Safety vehicle down time.
- Monitor and improve/maintain technician accountability.
- Actively pursue external customers through partnership arrangements with qualified tax-exempt entities.

### **Implementation Strategies for FY2006:**

- A monthly report that identifies the dollar amount of parts issued will be performed each month after the beginning of the fiscal year. This information will allow staff to make decisions about optimum inventory levels and parts stocking practices.
- Parts categories such as tires, batteries and filters will be evaluated on a continuing basis. Special emphasis will be given to products with extended warranties.
- Reevaluating parts stocking and identifying alternative parts sources can improve Public Safety down time. Down time is defined as the time a vehicle is not available to fulfill its intended purpose. Sublet work is not included in vehicle down time.
- Technician accountability will be monitored in terms of direct and indirect labor. Indirect labor is time spent on projects other than vehicle and equipment repair. Improvements in technician accountability will also improve vehicle down time.
- Identify other governments or government agencies that may benefit from out-sourcing fleet maintenance. Partnerships with these entities reduce fixed costs and provide the County with the ability to obtain and maintain discounted pricing in materials.

### **Budget Issues:**

- In FY2003, an administrative support position was transferred from General Services Administration to fully support the operation.
- For FY2006, funding is for an increase in work-as-required to meet the needs of operational growth. Funding is also for fuel, repairs, an upgrade to MS Office software and equipment.

**VEHICLE MAINTENANCE FUND  
FUND 12  
FUND BALANCE SUMMARY FISCAL YEARS 2005 - 2006**

Beginning Fund Balance 7/1/2004		3,478,474
Projected FY2005 Revenues		
Local	2,305,693	
State & Federal	-	
Other financing sources	<u>110,000</u>	
Total		2,415,693
Projected FY2005 Expenses	<u>2,534,418</u>	
Net Change		<u>(118,725)</u>
Projected Fund Balance 6/30/2005		3,359,749
Projected FY2006 Revenues		
Local	2,659,870	
State & Federal	-	
Other financing sources	<u>40,000</u>	
Total		2,699,870
Projected FY2006 Expenses	<u>2,878,383</u>	
Net Change		<u>(178,513)</u>
Projected Fund Balance 6/30/2006		<u><u>3,181,236</u></u>

**VEHICLE MAINTENANCE FUND  
FUND 12**

	FY2002 Actual Expenses	FY2003 Actual Expenses	FY2004 Actual Expenses	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget	%Change Original 2005/ Adopted 2006
<b><u>Expense by Activity</u></b>							
Vehicle & Equipment Maintenance	709,163	778,241	833,813	926,956	1,029,756	1,028,043	10.91%
Fleet Support Services	<u>983,761</u>	<u>1,244,662</u>	<u>1,370,143</u>	<u>1,444,974</u>	<u>1,504,662</u>	<u>1,850,340</u>	28.05%
Total Expenses	<u>1,692,924</u>	<u>2,022,903</u>	<u>2,203,956</u>	<u>2,371,930</u>	<u>2,534,418</u>	<u>2,878,383</u>	21.35%

<b><u>Expense by Category</u></b>							
Personnel Services	427,644	455,976	494,284	552,815	552,815	635,278	14.92%
Contractual Services	57,179	100,308	93,123	117,700	117,700	124,550	5.82%
Internal Services	11,378	7,388	13,438	9,300	9,300	12,200	31.18%
Other Charges	117,489	139,723	149,304	160,325	160,325	161,250	0.58%
Materials & Supplies	696,791	819,024	955,793	981,290	981,290	1,397,105	42.37%
Capital Outlay	<u>382,443</u>	<u>500,484</u>	<u>498,014</u>	<u>550,500</u>	<u>712,988</u>	<u>548,000</u>	-0.45%
Total Expenses	<u>1,692,924</u>	<u>2,022,903</u>	<u>2,203,956</u>	<u>2,371,930</u>	<u>2,534,418</u>	<u>2,878,383</u>	21.35%

% of Total FY2006  
Funding Sources

<b><u>Funding Sources</u></b>							
Use of Money and Property	32,103	16,914	14,208	15,000	15,000	14,500	0.54%
Charges for Service	1,922,175	2,108,727	2,300,961	2,290,693	2,290,693	2,645,370	97.98%
Miscellaneous	41,876	35,534	56,428	40,000	40,000	40,000	1.48%
Transfer from Other Funds	-	-	94,164	-	70,000	-	0.00%
State Categorical Aid	-	-	2,682	-	-	-	0.00%
Federal Categorical Aid	-	-	11,831	-	-	-	0.00%
Total Funding Sources	<u>1,996,154</u>	<u>2,161,175</u>	<u>2,480,274</u>	<u>2,345,693</u>	<u>2,415,693</u>	<u>2,699,870</u>	<u>100.00%</u>

**FTE's**

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	0.50	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Total	<u>9.50</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>

